



South Carolina Department of Insurance

Capital Center
1201 Main Street, Suite 1000
Columbia, South Carolina 29201

Mailing Address:
P. O. Box 100105, Columbia, SC 29202-3105
Telephone: (803) 737-6095 or (803) 737-6193

MARK SANFORD
Governor

SCOTT RICHARDSON
Director of Insurance

MEMORANDUM

To: All Licensed Insurers in the State of South Carolina

From: Office of individual Licensing and Education
South Carolina Department of Insurance

Subject: Producer Licensing - Online Appointment Renewal 2008

Date: June 24, 2008

The purpose of this Memorandum is to notify insurers of the biennial appointment renewal process that begins on September 1, 2008 and ends on September 30, 2008. **Insurers will not be able to log on before September 1.** In accordance with South Carolina Code §38-43-106, the appointment of any producer may not be renewed unless the producer has completed the mandated continuing insurance education requirements for the 2006-2008 two-year continuing education compliance period. Each insurer is responsible for ensuring that producers appointed to represent them meet the continuing insurance education requirements.

Insurers will renew and pay for appointments electronically by using their User ID and Password. If the insurer does not have a User ID and/or Password, please email the Department's Information Resource Management Division at irmmail@doi.sc.gov.

By signing the renewal invoice, the insurer is certifying to the Department that the insurer has checked the list of producers and the lines of authority held by each producer. The names of **producers who have not completed their continuing education requirements by August 25, 2008 are not eligible for appointment renewal so they will not be listed on the insurer's appointment renewal list.** Appointments for producers not listed on the appointment renewal list will have their appointments canceled on October 1, 2008. **Insurers conducting business with a producer whose appointments have been canceled may be fined by the Department up to \$15,000. (See SC Code Section 38-2-10)**

CHRONOLOGY OF RENEWAL INSTRUCTIONS

July 15, 2008	Prometric will notify insurers of the continuing education (CE) status of their appointed producers.
July 31, 2008	Renewal cut off. Producers appointed after July 31, 2008 will not be required to have their appointments renewed.
August 10, 2008	CE status updated on Department's system. Individuals with an "NQ" CE status are not compliant with continuing education requirements.
August 28, 2008	Insurers will not be able to terminate/cancel appointments through the National Insurance Producer Registry during the renewal period. Insurers can terminate appointments on the renewal transaction. New appointments may be processed through NIPR. Before appointing a producer, the insurer should check the Department's licensing database at https://online.doi.sc.gov/Eng/Public/Static/DBSearch.aspx to find the CE status of the individual. <u>Insurers with no appointed producers are exempt from renewal requirements.</u> South Carolina Department of Insurance prepares renewal (any producer with an NQ status will not be included in the renewal).
September 1, 2008 to September 30, 2008	Appointment renewal
October 1, 2008	Nonrenewed appointments will be canceled. Producers with an NQ status will be suspended and all appointments will be canceled.

Producer renewal questions should be directed to the Individual Licensing and Education Division at 803-737-6095 or agntmail@doi.sc.gov.

ONLINE RENEWAL INSTRUCTIONS

1. Go to the Department's home page at <http://www.doi.sc.gov/>.
2. On the home page click on SCDOI Online Services (top of the page)
3. Scroll down to Registered Company Users
4. Click on 2008 Appointment Renewals. This will take the user to the COMPANY LOGIN page.
5. Enter your User ID and Password. Once successfully logged in, the welcome screen will show Login Successful
6. On this screen, click on Renew Appointed Producers. The "Terms of Use" screen will appear
7. After reading the Terms of Use, click on I AGREE.
8. The "Renew Appointed Producer" screen will appear.
9. Once on this screen, the user will be able to view the number of producers of each type appointed by the company according to SCDOI's records.
10. The user may choose from two options, either the Print Invoice or View/Cancel Producer.
11. If the user is ready to renew all appointments without change, click on Print Invoice.
12. If the user wants to view the producer list and cancel producer appointments, click on View/Cancel Producers to be redirected to a new screen.
13. To cancel a producer, check the box to the right of the producer's name in the Cancel column. Clicking on the Clear button will remove the check marks in the cancel column.
14. The user may periodically save changes by clicking on the Save button.
15. When all cancellations have been checked, the user should click on the Save and Close Window button to save the changes.
16. The user is returned to the "Renew Appointed Producer" screen. At this time, the totals in the "After Cancellations" column will be updated to show any saved changes made by the user. If satisfied with producers to be renewed, the insurer should print a list of producers that are being renewed.
17. Next click on the "Print Invoice" button.
18. A new window containing a copy of the company's invoice will open. The invoice will show the amount owed. Print the renewal invoice by clicking on the "PRINT INVOICE" button.
19. Next, click the "complete" button. Once "complete" is clicked on the user will be redirected to the "submit payment" screen. Insurers paying the invoice electronically will be able to complete the renewal online with an electronic payment by entering the respective insurer's check routing and account number, daytime telephone number and then clicking the "submit" button. Once the "submit" button is clicked, the renewal status will change to "completed" and a confirmation page will appear.
20. At the bottom of the screen, click the "AUTHORIZE" button.
21. Insurers paying the appointment renewal with a paper check will not be able to proceed any further than the "submit payment" screen. **Insurers paying by paper check will be required to submit a copy of the signed renewal invoice with a check made payable to the South Carolina Department of Insurance.**

Insurers should use their canceled check as confirmation that the renewal payment has been received.